

REQUEST FOR QUALIFICATIONS

FOR STORMWATER STUDY PROGRAM MANAGEMENT AND FOR NICHE TECHNICAL EXPERTISE

CITY OF FORT WORTH
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
STORMWATER MANAGEMENT DIVISION
NOVEMBER 2011

The City of Fort Worth is accepting responses to this Request for Qualifications (RFQ) for a limited time from qualified consultants to perform the potential work described herein. Consultants who may be chosen to provide engineering work must comply with the State of Texas regulations regarding the practice of engineering within the state. Responses that do not comply with the requirements described in this RFQ may, at the City's sole discretion, be deemed non-responsive.

1.0 NEEDS STATEMENT

The City of Fort Worth Transportation and Public Works Department Stormwater Management Division (the City) is requesting separate qualifications for each of two types of services listed below in this RFQ:

Part A. Stormwater Study Program Manager. The Stormwater Master Plan being developed consists of separate studies of each drainage basin by consultants in order to evaluate flooding conditions and to develop improvement strategies. The Program Manager will assist City staff by providing extensive oversight of the individual studies, from scope development to detailed technical review, and must provide strong leadership in formulating strategies and priorities. Related work which may arise over the course of these studies will also be included.

Part B. Niche Technical Expertise. The City is exploring various technical initiatives for which specialized consultant expertise is required. No specific work scopes have been developed at this time, but several contracts for expert assistance are anticipated. The work may include direct consultation to develop strategies and policies, investigation of various products and work methods, pilot studies, and/or expert or peer review of plans and proposals developed by other consultants. Experts will be independently selected for each area of expertise or type of work that arises from this RFQ and may include more than one expert from each category as need arises.

Selections from this solicitation may be made for up to three years after the submission deadline, provided that the proposed expert or expertise is still in place.

2.0 BACKGROUND

Part A. Stormwater Study Program Manager. The City has undertaken an aggressive study program to assess stormwater needs throughout the city. This program

requires significant management oversight to augment the work of City staff. Due to rapidly changing technology and best practices in stormwater management, leadership is also needed to help the City's stormwater study program to stay abreast of current and future innovations.

Part B. Niche Technical Expertise. Current stormwater management strategies developed in response to state and federal regulations and to a growing body of knowledge have turned from traditional solutions to innovative practices, including stream restoration, water quality protection, and mitigating the impacts of development. The City is considering implementing these practices where appropriate to address specific needs.

3.0 SCOPE

Part A. The Stormwater Study Program Manager will work closely with City staff to develop study methodology and scope, review budget and study submittals, respond to identified and potential issues, and provide guidance for conserving study results and integrating them with other City programs. Coordination of hydrology and hydraulic results with neighborhood interests, financial considerations, and water quality and land planning objectives will also be required. Guidance is also required with modeling tasks such as model management, model evaluation, model standardization, and water quality modeling. Other related responsibilities may be added as needed. The Program Manager Team Leader (PMTL) will be expected to provide leadership and vision to assist City staff in setting goals and expectations for the study program. The PMTL must be supported by a multi-disciplinary team with technical proficiency and availability to review proposals, reports, and models, with additional expertise available to address the coordination topics identified above.

Part B. Niche Expertise Areas include the following:

1. Stormwater Technical Standards and Policy Guidance Expertise. Expert assistance is needed periodically to interpret and evaluate technical standards and to provide policy guidance. Related work may also include: development and refinement of performance metrics for prioritizing projects and evaluating solutions; refining the City's Stormwater Utility Fee Credit Manual to include more detailed guidance with BMPs; guidance with state and federal permitting; and, research of grant opportunities and application assistance.
2. Pipe Condition Assessment Program Development. The City is seeking expertise to assist in developing a comprehensive condition assessment program of the storm drain network. Expert guidance is sought for setting priorities for data collection, evaluating pipeline rehabilitation technologies, and developing a strategic capital replacement/rehabilitation program.
3. Stormwater BMP Technologies Evaluation and Implementation. Expertise is sought to evaluate both manufactured and constructed BMPs for potential implementation around the city both in new development areas and as retrofits in existing areas. This hardware could include inlet, in-pipe and end-of-pipe water

quality controls, in-stream trash collectors, and other similar stormwater technologies. Work may include evaluation of product claims or product performance, pilot studies or other evaluations which would identify the best technologies with respect to cost, pollutant removal efficiencies, and on-going maintenance needs. Development of a BMP implementation plan may also be included.

4. Riparian Protection and Land Conservation Strategies. The City is engaged in stormwater pollution studies involving Lake Worth, Lake Arlington and other water bodies where riparian protection and land conservation BMPs are being evaluated. The City's Sustainable Development Task Force has also identified riparian protection as a City priority. Technical assistance will be needed to address these issues and for developing policies and specific standards for protecting sensitive areas.
5. Stream Geomorphological Assessments. The City is seeking expert guidance with stream geomorphological issues, including stream restoration, channel stabilization, non-armored erosion control, and the evaluation of erosion control products. Habitat restoration and bio-engineering experience is also preferred.
6. Floodprone Property Acquisition and Re-Use Facilitation. The City is seeking expert assistance in developing a program to acquire floodprone properties and to provide beneficial re-use. Typically this will be implemented in older parts of town with undersized storm drain systems as voluntary buy-outs with re-use for pocket detention and/or other neighborhood amenities. Expertise in land planning and landscape architecture and land management experience should be present. Work will include developing property acquisition guidelines, evaluating land acquisition opportunities, coordinating with property owners and the City's land agents, and exploring a range of options for adaptive re-use that will benefit the neighborhood with flood protection and/or other appropriate features.
7. Tunneling, Boring and Directional Drilling Expertise. The City is interested in expert guidance with various conveyance technologies where open-cut storm drain installation is not practical. Expertise should be provided in method selection, scope development, cost estimating, construction challenges, and operations and maintenance issues. Investigative feasibility studies are not anticipated but may also be included.
8. Detention/Retention Expertise. The City is interested in expert guidance with various aspects of detention technologies, including multi-purpose uses of detention spaces, forebays and water quality treatment, permanent pools ("wet ponds"), rain garden development, underground (gravity) detention, and configuration of incremental detention. Expertise should be provided in system selection, construction challenges, and operations and maintenance issues. Feasibility studies and/or pilot studies may be included for vegetated rain gardens and other aspects of detention systems. Related work could include evaluation of Low Impact Development (LID), "green" infrastructure (e.g. bioswales, etc.), and other sustainable solutions for stormwater issues.

9. Modeling Assistance. The City through its consultants is developing extensive hydrologic and hydraulic (H&H) models for watersheds across the city. Expertise is sought to assist with various modeling issues, including model management, selection, and enhancements; optimization applications; and related applications including GIS, databases, and web-based mapping.
10. Water Quality Master Planning. The City is interested in launching a water quality master planning effort for watersheds. This effort will be based on a scientific assessment of point and non-point source contributors and approaches to addressing water quality problems, and will include consideration of on-going regulatory issues at the state and national levels.
11. Stormwater Technical Engineering Services. Capable assistance is sought with multiple tasks supporting various Stormwater programs, including permit review related to the City's Grading Ordinance anticipated to be adopted in the near future. Work may include evaluating property for Stormwater Utility fee credits, preparing drainage studies and hydraulic models, assisting with CIP and new development review, and similar tasks for which technical assistance is required. Work under this Niche Area may be considered for independent selection by the City as well as for sub-consultant utilization supporting other Niche Areas.
12. Public Outreach. The City is involved in various education and outreach programs to the community for both program-specific work and for participation in FEMA's Community Rating System. Expertise is sought to provide guidance and assistance in these efforts. Assistance is also needed in identifying and/or developing school-based education curricula for school districts to use in conjunction with a Stormwater Utility fee credit for education. Web page design and/or web site development may also be included.

4.0 SELECTION PROCESS

The City will evaluate the responses for the Study Program Manager and each of the ten Niche Expertise Areas in this RFQ independently, relative to the Selection Criteria outlined below. The successful consultants will be the responsible offerors whose Statement of Qualifications (SOQ) is determined to be the most advantageous considering the evaluation factors included in this RFQ and considering the actual needs of the City. The successful consultants may be selected by the City at its sole discretion based exclusively on review of the submitted SOQs. At the City's sole discretion, a shortlist of two or more consultants may be requested to develop detailed proposals and/or interview prior to selection, augmenting the information provided in the SOQ.

Note that SOQs that do not meet the requirements outlined in this RFQ may be deemed non-responsive by the City. The City also reserves the right to waive any and all requirements in this RFQ.

5.0 SELECTION CRITERIA

SOQs submitted in response to this RFQ should comply with the requirements as described herein. The SOQs for Part A (Study Program Manager) and SOQs for Part B

(Niche Technical Expertise), as well as any subsequent interviews, will be evaluated by the separate selection criteria described below. The relative weight of each selection criterion is provided in parentheses for each part.

Part A. The Stormwater Study Program Manager will be selected based on the following criteria:

- **Program Manager Team Leader (PMTL) Capability (30 percent).** The PMTL will have extensive responsibilities working with City staff to develop study scopes, to interact with individual study consultants, to serve as interface between the City and the project team, and to ensure that the City's needs are being adequately addressed. The PMTL should be a seasoned professional with demonstrated leadership and innovation in dealing with technical, political, and economic issues.
- **Team Capability (25 percent).** The PMTL should be supported by an experienced Assistant PMTL and other team members who can provide the support needed for successful program management. The Assistant PMTL should demonstrate most of the capabilities of the PMTL and should be clearly identified in the SOQ. It is critical for at least two team members to have demonstrated experience with InfoWorks SD and other hydrodynamic models. Water quality and land planning expertise should also be present as an integral part of the team. Team capability should be presented in context of the team members' roles and responsibilities on the proposed team.
- **Demonstrated Program Management Experience (20 percent).** Previous program management experience and/or significant and outstanding project management experience is sought. The PMTL and team should also provide specific understanding of the issues and challenges related to the stormwater study program.
- **Team Availability (15 percent).** The PMTL and other key staff should show sufficient availability to dedicate to program management responsibilities. Team members who are identified are expected to have an active role in any work awarded by the City. Past experience has demonstrated that a PMTL is less successful if he/she has extensive employee supervisory responsibilities in addition to program management responsibilities.
- **Past Performance on City Projects and Studies (10 percent).** The City will consider the past performance of consultants on City projects and studies in awarding this work. If little or no previous work has been done with Fort Worth, past performance for similar clients provided as references may be used at the City's discretion.

Part B. Niche Expertise will be evaluated separately for each area of expertise. As the need arises, evaluation may be made separately for particular specialties within a niche area (e.g., in Niche Area 5, separate evaluation may be made each for stream restoration expertise and for erosion control product evaluation).

Overall Rating (25 percent). The first two criteria will be assessed overall for each consultant submitting an SOQ for any work in Part B:

- **Consultant Capability (15 percent).** The Consultant should demonstrate an overall experience, knowledge, and capability with stormwater-related issues. One or more key projects may be described to demonstrate the Consultant's capability to address challenging situations. A primary Person of Contact (POC) should also be identified. Although the POC may not be the technical expert, this person should have the skills, capabilities, and experience necessary to interact with key city staff, to serve as interface between the City and the project team, and to ensure that the City's needs are being adequately addressed. The POC's position in the company structure should be made clear.
- **Consultant Past Performance on City Projects (10 percent).** The City will consider the past performance of consultants on City projects in awarding this work. If little or no previous work has been done with Fort Worth, past performance for similar clients provided as references may be used at the City's discretion.

Niche Expertise Areas Rating (75 percent). The following criteria will be assessed independently for each Niche Expertise Area addressed by the SOQ. If multiple specialties are included in one Niche Area, the City, at its own discretion and based on its particular needs, may evaluate for expertise in a particular specialty or the Niche Area as a whole:

- **Demonstrated Subject Expertise (25 percent).** Specific understanding of the issues and challenges related to the area of technical expertise should be provided. The role of regulatory framework, if any, should also be included. A specific description of how this expertise was applied in a past project may be appropriate.
- **Lead Expert and Team Capability (25 percent).** For the area of technical expertise listed, the specific skills, capabilities, and experience of the proposed lead expert and key team members should be sufficient to ensure success of any work of like nature requested by the City. The information should be presented in the context of the team members' roles and responsibilities on the proposed expert team.
- **Previous Consultant Experience (15 percent).** Experience should focus on applicable detailed information from one or more key projects. Lists of projects should be avoided; a statement as to the number of similar projects in a consultant's recent experience is sufficient.
- **Team Availability (10 percent).** The availability of key staff, especially of non-local team members, should be sufficiently demonstrated. Team

members who are identified are expected to have an active role in any work awarded by the City.

6.0 SOQ CONTENTS

Separate SOQs are requested for Part A and Part B. Consultants may submit for either or both parts.

Part A. A one-page letter of transmittal should be included stating in the memo line or in the first paragraph that this is a Part A submittal. Identification of the PMTL along with relevant contact information (including e-mail address) should also be included in the transmittal letter, as well as a statement that the Consultant will comply with the City's M/WBE requirements for any work which arises out of this RFQ. The SOQ should include the following information, organized as noted below:

1.0 Program Manager Team Leader (PMTL) Capability. Present the qualifications of the PMTL in context of the role of a successful Stormwater Study Program Manager. Identify an understanding of the work, responsibilities and issues involved with program management, and how the PMTL will provide leadership and vision to that work.

2.0 Project Team Capability. Present the qualifications of the proposed team members, identifying leadership capabilities of the assistant PMTL. Include an organizational chart and descriptions of the key team members' roles and responsibilities in performing the work. The capabilities of all team members should be demonstrated.

3.0 Relevant Management and Technical Experience. Present the team's experience relevant to managing the program and performing the technical review work. Be clear in denoting the key team members that were involved in each project that is highlighted.

4.0 Schedule and Availability. Summarize the availability of the PMTL, assistant PMTL, and key team members for an extended duration of program management. Also summarize the other commitments (including supervisory responsibilities) competing for each key team member's time.

5.0 Project Experience with the City. Summarize the team's experience with the City of Fort Worth, identifying project or program names and City contact. Relevant experience with other local entities, with references, may also be included.

Attachment A. Detailed Resumes of Key Team Members

Attachment B. Proposed Sub-consultant Participation (List All Sub-Consultants – M/WBEs and non-M/WBEs) and the requirements of §7.0 below.

Part B. SOQs for Part B work should include the following information, organized as noted below.

Introductory Section. A one-page letter of transmittal should be included in this section, identifying in the first paragraph each of the Niche Expertise Areas which are addressed in this SOQ. Identification of the POC along with relevant contact information (including e-mail address) should also be included in the transmittal letter, as well as a statement that the Consultant will comply with the City's M/WBE requirements for any work which arises out of this RFQ. The remainder of the introductory section should provide general information about the consultant, including relevant significant projects and accomplishments. POC experience, both with project experience and with client relations, should be clearly delineated.

Expertise Sections. Consultants should limit their SOQ to only those Niche Expertise Areas for which they are most qualified. Although not prohibited, inclusion of more than six Expertise Areas is discouraged. A submittal for only one Niche Expertise Area or one specialty within a Niche is also acceptable.

1.0 Subject Matter Expertise. This should include an understanding of the specific niche expertise outlined in this RFQ. Adequate description of the technical and regulatory issues associated with the Expertise Area should be included to demonstrate consultant expertise. A description of how the consultant developed or applied the subject expertise in a previous application may be appropriate.

2.0 Lead Expert and Project Team. Present the qualifications of the proposed lead expert and team members. Include descriptions of the key team members' expected roles and responsibilities in performing the work. The expected role of M/WBE consultants and other sub-consultants should also be identified.

3.0 Relevant Experience. Present the team's experience relevant to performing the work. Detailed descriptions of one or more key projects are preferable to an extensive listing of projects.

4.0 Team Availability. Summarize the availability of key staff and commitment for their active participation in any work which may be awarded.

After all Niche Expertise Sections, please include:

Attachment A. Detailed Resumes of Key Team Members

Attachment B. Proposed Sub-consultant Participation (List All Sub-Consultants – M/WBEs and non-M/WBEs) and the requirements of §7.0 below.

7.0 MINORITY/WOMEN OWNED BUSINESS (MWBE) REQUIREMENTS

In accordance with the City of Fort Worth Ordinance No. 15530, the City of Fort Worth has goals for the participation of minority business enterprises and women business enterprises in City contracts. You may obtain a copy of the M/WBE Ordinance from the Office of the City Secretary or the M/WBE Office.

The M/WBE participation information shall include:

1. The name, address, and telephone number of each M/WBE;
2. The description of the work to be performed by each M/WBE; and

Failure to comply with City Ordinance 15530 may result in your SOQ being considered non-responsive. Furthermore, professional service agreements in excess of **\$25,000** will not be executed by the City unless M/WBE requirements have been satisfied.

The MWBE Goal for Part A Study Program Manager is 16 percent. The MWBE Goals for any work arising from Part B Niche Technical Expertise will be developed as specific work is identified and scoped.

For any questions concerning the M/WBE issues, contact the Fort Worth M/WBE Office at (817)-392-6104.

8.0 SOQ SUBMITTAL REQUIREMENTS

If you are interested in submitting an SOQ, please send an e-mail expressing that to Steven.Eubanks@FortWorthTexas.gov. Also, please direct any questions regarding this RFQ to the same e-mail address. Questions and responses will be edited and forwarded to all interested parties as appropriate. In order to ensure clarity of communication, no telephone or in-person inquiries can be accepted.

8.1 Format and Length

The SOQ shall be submitted **stapled but not otherwise bound** on one-sided letter-sized (8-1/2" x 11") pages, using minimum font size of 11 point, with margins (top, bottom, left and right) no smaller than 0.5 inches. **No front cover should be included.**

The one-page transmittal letter identifying whether this is a Part A SOQ or a Part B SOQ and containing the information described in §6.0 above should be attached to the front of the SOQ.

For the Stormwater Study Program Manager SOQ, up to ten (10) additional pages may be included after the transmittal letter. Attachment A (Detailed Resumes) should be limited to no more than twenty-five (25) one-sided letter-sized pages in length.

For the Niche Expertise SOQ, the Introductory Section should consist of up to three (3) additional pages after the transmittal letter. Each Expertise Section

should consist of no more than five (5) pages each. Tabs or colored paper may be used as dividers between sections and to mark attachments. Attachment A (Detailed Resumes) should be limited to no more than twenty-five (25) one-sided letter-sized pages total for the entire SOQ.

8.2 Deadline for Submission

The deadline for receipt of written SOQs is 4:00 p.m., Thursday, January 12, 2012. Submittals received after the stated time and date shall be rejected as non-responsive.

8.3 Copies and Delivery

Six (6) copies of the written SOQ, and one CD containing a single .pdf file of the SOQ, shall be submitted to: Stormwater Management Division, Transportation and Public Works Department, City of Fort Worth, 1000 Throckmorton Street, Fort Worth, Texas 76102, ATTN: Steven Eubanks.

In-person deliveries must be made directly to Doris Lawson **in the basement of the Public Safety Building north across Tenth Street from City Hall**. To ensure arrival by the deadline, overnight courier for January 12 delivery is discouraged.

9.0 SELECTION AND NEGOTIATION

After receipt of the written SOQs, and as specific work is scoped, the City will evaluate applicable SOQs based on the process and selection criteria described in this RFQ. The City will work in good faith with any selected consultant to negotiate an appropriate scope and fee for the work. It is possible that contracts will not be issued for all Niche Expertise Areas, or that need will not arise for up to three years after the submittal date.

After the scope and level-of-effort are agreed upon, the City will request that the successful consultant submit a detailed estimate of the labor hours and expenses projected for each key task outlined in the scope of work, with the labor hours associated with key team members or appropriate labor categories, and the resulting cost associated with each task. The fee negotiation will be based on review and discussion of the activities and level of effort associated with each scope item relative to this labor hour and expense summary.

If a satisfactory fee cannot be successfully negotiated with the first rated consultant within forty-five (45) calendar days of notice of selection, the City may move to the second rated consultant and negotiate a contract to perform the work.

10.0 CONTACT

If you are interested in submitting an SOQ, please send an e-mail expressing that to Steven Eubanks at Steven.Eubanks@FortWorthTexas.gov. Also, please direct any questions regarding this RFQ to the same e-mail address. Questions and responses will be edited and forwarded to all interested parties as appropriate. In order to ensure clarity of communication, no telephone or in-person inquiries can be accepted.